

North Central Railway



सामान्य प्रशासन विभाग
प्रधान कार्यालय, उत्तर मध्य रेलवे,
सूबेदारगंज, प्रयागराज-211015
General Administration Dept.
Head Quarter Office,
North Central Railway,
Subedarganj, Prayagraj-211015

पत्र संख्या- म.प्र/उ.म.रे/SOP 2018/171(B)

दिनांक - 06.07.2026

प्रमुख/समन्वय विभागाध्यक्ष
उत्तर मध्य रेलवे,

मंडल रेल प्रबंधक
प्रयागराज, झाँसी, एवं आगरा।

मुख्य कारखाना प्रबंधक
झाँसी, सिथौली, CMLR/JHS,
RCNK/JHS एवं CPOH/PRYJ.

प्रधान निदेशक लेखा परीक्षा
उमरे/प्रयागराज।

(संशोधन पर्ची- CS/NCR/29 Dated- 06.07.2026)

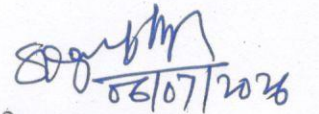
विषय:- Model SOP-2018 के विविध मामलों (Part- C) के मद संख्या 48 (A) & (B) में संशोधन किए जाने के संबंध में।

संदर्भ:- इस कार्यालय द्वारा जारी समसंख्यक पत्र दिनांक-19.12.2024

इस कार्यालय द्वारा जारी उपरोक्त संदर्भित पत्र के क्रम में Model SOP-2018 के विविध मामलों (Part- C) के मद संख्या 48 (A) & (B) के अंतर्गत महाप्रबंधक/अपर महाप्रबंधक महोदय के शेष धनराशि में से CWM/CPOH/PRYJ को प्रतिवर्ष Rs. 20,000/- (रु बीस हजार मात्र) की धनराशि आवंटित की जाती है।

उक्त पर प्रधान वित्त सलाहकार की वित्तीय सहमति एवं महाप्रबंधक महोदय का अनुमोदन प्राप्त हुआ है। तदनुसार संशोधन पर्ची (CS/NCR/29 Dated- 06.07.2026) जारी की जा रही है।

संलग्नक—उपरोक्तानुसार।



(सुनील कुमार गुप्ता)
सहायक उप महाप्रबंधक

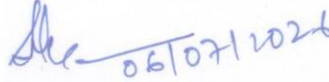
प्रतिलिपि:- मुख्य प्रबंधक/सू.प्रौ. कृपया Correction Slip को उमरे के पोर्टल पर अपलोड करवाने की कृपा करें।

Correction Slip No- CS/NCR/29 Dt- 06.07.2026

Model SOP 2018 of Miscellaneous Matters (Part- C) Item No.48 (A) & (B)

S.N	Nature of Powers	PHOD/CHO D/HOD	DRM/ADRM/SAG	Divi. Officers, Extra Divi. Officers & Officers in HQ	Remarks
	Incurrence of expenditure				
48	A & B On entertainment for meetings involving outsiders or organised labour, formal inter departmental and other meetings & conferences. Ceiling per head per meeting. Rs.75/- Tea + Snacks (Light refreshment). Ceiling per head per meeting. Rs.200/- High Tea/ Working lunch Ceiling per head per meeting. Rs.350/- Lunch / Dinner	P/CHODs of following departments: Operating, Commercial, Mechanical, Electrical, Stores, S&T, Engineering, Construction, Accounts, Personnel, Security, Safety, Vigilance and Medical with a ceiling limit of Rs. 2 lakh- per annum. मुख्य राजभाषा अधिकारी - with a ceiling limit of Rs. 1.5 lakh- per annum. DRMs - with a ceiling limit of Rs. 4,00,000/-per annum. CWM/JHS - with a ceiling limit of Rs. 1.4 lakh -per annum. CWM/STLI - with a ceiling limit of Rs. 70,000/-per annum. CWM/CMLR/JHS-with a ceiling limit of Rs. 70,000/-per annum. CWM/RCNK/JHS- with a ceiling limit of Rs. 40,000/- per annum. CAO(C)/RSP/NCR – with a ceiling limit of Rs. 30,000/- per annum. CWM/CPOH/PRYJ- with a ceiling limit of Rs. 20,000/- per annum. DGM(G)- with a ceiling limit of Rs. 2 lakh per annum.			1. Finance concurrence is not necessary up to the stipulated rate. 2. The actual incurrence of expenditure is to be consistent with austerity standards and number of such meetings and participants should also be kept to the barest minimum. 3. Overall annual ceiling limit shall be Rs.60 lakh for ZR and Rs. 15 lakh for PU. 4. After distribution the balance amount (Rs. 12.80 lakh) out of the total ceilings of Rs. 60 lakhs for the Zonal Railways will be under the control of AGM. 5. The Sanctioning Authority and the concerned Associated Accounts Officer has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit. 6. Lunch- on parties, dinners & receptions on Railways can be arranged only with the personal sanction of the General Manager with the prior financial concurrence. Authority:- 1. Para 1005 of Financial Code Vol I. 2. Bds letter No. F(X)-II-95/Exp/1 dt 14.09.98. 3. Bds letter No. F(X)-II-2003/PW/1 dt 12.06.03. 4. Bds letter No. F(X)-II-2004/Exp/4 dt 14.05.04, 04.06.07, 13.09.12, 22.06.2016. 5. Bds letter No.2018/Trans Cell/S&T/ Refreshment dt.19.11.2018.


ADGM/NCR


AFA/Finance